

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 16-18

June 13, 2016

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Nominations for Bilingual Awards

Pursuant to Article 12, Section 2(b) of the Collective-Bargaining Agreement (Agreement) between the General Counsel and the National Labor Relations Board Union (NLRBU) covering field office professional and support staff employees, this memorandum announces the nomination period for FY 2016 bilingual awards. Nominations for bilingual awards shall be submitted to the Regional Director, who shall forward approved nominations to his or her Assistant General Counsel in the Division of Operations-Management no later than July 15, 2016. Nominations may be submitted to the Regional Director (through appropriate supervisory channels) by any employee, the NLRBU, or any NLRBU local. All nominations must be in writing.

To be eligible for a bilingual award, an employee must meet the following criteria: (1) the employee must, on a regular basis rather than occasionally, utilize his or her bilingual skills in the performance of Agency work; (2) the employee's current summary rating must be at the "fully successful" level, or higher; and (3) the employee cannot be otherwise compensated for the use of his or her skills, either through salary or some other type of incentive award.

The awards approved by the Regional Director shall be designated as Level 1, Level 2, or Level 3, depending on the employee's contribution to Agency work, with Level 3 being the greatest contribution. Employees who are approved for an award will be granted a monetary award as set forth in the Agreement. In addition, these employees will receive a certificate of commendation from the General Counsel.

Questions about this program should be directed to your AGC or Deputy.

/s/
A. P.

cc: NLRBU